
Interagency Contracts Coordinating Team (ICCT) Meeting Minutes

April 11, 2006

Attending: Laura Nelson (OFM), Melanie Buechel (OSPI), Debbie Dunn (DOP), Stephanie Gilliland (DSHS), Tom Goldsby (L & I), Tish Greenfield (VA), Del Hontanosas (CTED), Debbie Kettelhut (VA), Jim Matthews (DOH), John Nispel (DOC), Larry Oline (ESD), Nancy Ringstad (DOL), and Megan McKay (OFM).

Advanced Contracting Class

Laura distributed the draft of the selected exercise for the *Advanced Contracting* class scheduled in May. The group reviewed and accepted the document.

Subcommittee Report on Interagency Agreement Template

Stephanie reported for Mark. The group reviewed the IAA template and there was discussion about several questions regarding the wording in the template. Some of the items up for discussion were:

- Under **Assignment** it was decided the language “which consent shall not be unreasonably withheld” should stay.
- Should the template include neutral terms that can be used regularly by the different agencies or should the language be more specific and require the use of the “search and replace” function. The group agreed to keep the terms as neutral as possible, i.e., using the word “PARTIES” vs. “AGENCY” and “CONTRACTOR”. Tom volunteered to assist Stephanie review the IAA to ensure it is a “neutral” document that will work for all agencies.
- Under **Billing Limitations** it was determined the second bullet does not apply and should be removed from the template (language about not billing for services charged to another party). Also, **Billing Procedures** should be added back into the IAA template.
- Should the template include more information that can be deleted in order to tailor to the specific agency needs, or should the information be left out and then added by the agency, if needed. The group felt it was easier to remove information than remember to add information.
- Discussion about HIPPA information and whether or not to include this information in the IAA template. Laura said that several years ago she sent the model personal service contract that included the HIPPA information to the AGO for approval and the AGO removed the information into a separate addendum. The agencies that are currently referencing the HIPPA information are going to forward their documentation to Stephanie to help others reference the information if necessary.
- Review of **Maintenance of Records** and discussion about whether it should be shortened and/or simplified. The two parties should be working together, however some feel it is important to leave the language as it is to ensure the responsibilities are clearly stated within the IAA. The group agreed to add the litigation language from the Guide to Personal Service Contracting model personal service contract.
- The subject of “Plain Talk” was discussed. Laura suggested the IAA go to the AGO for approval before the “Plain Talk” editing is done. Perhaps the AGO will want to perform the conversion of the document to plain talk to ensure legal needs are met.

Policy Oversight Board

Tom Goldsby distributed a draft of the ***Policy Oversight Board Charter*** to the group. Someone asked if the Board would be a standalone or a new agency/entity - what was the idea behind it? What is the scope of the Board - is it meant to be oversight over the procurement authorities or a much broader group? Who will the Board consist of? How does the ISB fit? Is the name appropriate or should it be redefined?

Laura explained the vision initially included the procurement authorities, and there had been some discussion about starting with GA, OFM, and DIS. The group shared their positive feedback toward the idea of the much larger group identified under the scope of the charter to create a kind of “one-stop” contracting. It was suggested the larger group could help mend the differences between types of contracts.

Group members felt no matter how the Board is defined, as long as there is consistency between all of the agencies, it will be successful.

It was recommended to add “End User Agencies” and “DHS” as customers/stakeholders.

Someone asked what the next step in this process should be. OFM staff will discuss next steps and report back to the group in May.

Miscellaneous

A suggestion was made to discuss public disclosure in the ICCT. Apparently, there was a section of law omitted in 1999 when the Public Disclosure law was amended, which has created some ambiguity in what contract information can be disclosed and when it can be disclosed. Laura will do further research to find out what section was omitted and how it pertains to contracts. This could be an agenda item for next September’s meeting.

NEXT MEETING

The next meeting will be May 9, 2006. The meeting will be held on the ground floor of the General Administration building - Conference Room G4. The meeting will begin at the usual time, 1:30 p.m. to 3:30 p.m.

Agenda for May

- Risk based audit summary
- Guide updates
- Wellness activities contracts - suggestion to discuss how agencies handle these. Some agencies don’t write contracts to avoid liability and other agencies write contracts to limit liability. Should these be handled consistently?
- Continued discussion on the subject of the ***Policy Oversight Board***

If you have suggestions for other agenda items, please contact Laura Nelson, 725-5259.

Meeting adjourned at 3:25 p.m.